



## CITY OF BOUNTIFUL



### NOTICE OF JOB OPENING Part Time Police Records Clerk

**Posting Date:** September 1, 2016  
**Department:** Police  
**Reports to:** Police Records Supervisor  
**Salary Range:** Grade N4 (Starting Salary \$14.70 per hour)  
**Position Type:** Part-Time (20-25 hours per week)  
**How to Apply:** Applications available at [bountifulutah.gov](http://bountifulutah.gov)  
(Bountiful City Application REQUIRED)  
Send to: Human Resources, 790 South 100 East, Bountiful, UT 84010  
Email: [jobs@bountifulutah.gov](mailto:jobs@bountifulutah.gov)

**Application Deadline:** 6:00 p.m. Thursday, September 15, 2016

#### Overview:

Assists the Records Supervisor and the Detective and Patrol Divisions with all paperwork generated by the Police Department.

#### Tasks:

Process, transcribe, validate, and store officer's paperwork, recorded offense reports, and all other associated paperwork into the records management system. Provide quality control to ensure the accuracy of information entered into the records management system.

Utilize the records management system to assist citizens, officers and administration. Perform in-house records management background checks as requested.

Maintain access control of all documents to be disseminated to other police departments, the courts, county attorney's office, law enforcement agencies and the community. Maintain GRAMA certification and a working knowledge of the criminal justice records release laws for the State of Utah.

Provide receptionist duties to include answering phones, responding to individuals in person, and any other related duties as assigned.

#### Knowledge, Skills and Other Characteristics:

Competent in utilizing digital dictation systems, fax, copy and scanning machines.

Ability to learn software systems utilized by the department, including Microsoft Word and Excel.

Must have good communication and organizational skills and be skilled in inter-personal communication, telephone etiquette, and in maintaining effective working relationships with subordinates and management.

#### Qualifications:

Graduation from a standard senior high school or equivalent.

Must be able to type 50 words per minute and have essential knowledge of spelling, vocabulary, office procedures and techniques, analytical skills and a good knowledge of all office equipment.

Must be able to pass in-house skills testing, background, drug, and polygraph tests.

Must maintain a valid Utah Driver's License.